

Understanding Foreign Travel



Life Sciences Division

Elijah Walker III – OCFO Travel Services

January 19, 2012



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What is foreign travel?

Approved travel (whether fully or partly on Official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return OR travel between foreign countries by persons, including foreign nationals, whose salaries and/or travel expenses will be ultimately funded in full or part by DOE/NNSA from its appropriations.

Official foreign travel also includes travel funded by non-DOE (work for others) sources for which the traveler represents DOE or conducts business on behalf of the U.S. Government (USG).



DOE Funding Sources



Office of Science (SC) + Non-DOE/Work for Others








National Nuclear Security Administration (NA)



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Funding Sources

- How do I know what DOE program office is being used for travel?

Project Information							Customize Find 		First 	1 of 1		Last
	Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code						
1	PAT052	<input checked="" type="checkbox"/>	100.00	KA1101020	PH	OPEXP						

B+R Classification



Program Specific Guidance (SC)

The DOE Office of Science (OSC) has the following requirements before accepting a foreign travel request for Review:

- Authorization needs to be submitted 30 days prior to departure for travel to a non-sensitive location, 45 days prior for travel to a sensitive location, and 60 days prior for travel to a terrorist sponsoring country (T-4).
- Non-DOE travel authorizations require a 30 day submission

Note:

DOE Foreign Trip reports are *not* required for the Office of Science, however, *may* be requested by the U.S. Department of State when travel is to a sensitive or T-4 country.



Program Specific Guidance (NNSA)

The National Nuclear Security Administration (NNSA or NA) has the following requirements before accepting a foreign travel request for review:

- Provide PDF version of presentation/paper to be presented (if applicable)
- Provide PDF version airline/rail itinerary
- Provide Letter of Invite from host
- Provide name, phone number and email address of DOE Program Manager in the TREX "Trip Comments" section

Please email the above supplemental documents to:

Ewalker@lbl.gov and cc: LLRobinson@lbl.gov

Post foreign trip reports are required for NNSA foreign travel and must be submitted within 30 days of return.



Program Specific Guidance (NNSA)

How do I know which NNSA Program Office is approving travel?

- DOE Program Manager
- NNSA related subject matters
- NNSA supporting program

<http://phonebook.doe.gov>

Carter, Regina M. (Regina Carter)

Phone: 202-586-8648

Fax: (none given)

Route Symbol: NA-242

Building: LENF955

Location: WASHINGTON DC

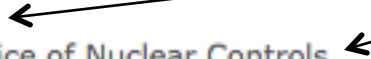
Routing: NA-242

Organization: Office of Nuclear Controls

Title: FOREIGN AFFAIRS SPECIALIST

Internet Address: regina.carter@hq.doe.gov

Supporting program



Creating a Foreign Travel Authorization

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Host Name	Host Phone	Affiliated Institution	Hotel/Accommodations Name	Hotel / After Hours Phone						
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	In country	In Country	In Country	Local Hotel/GuestHouse	Phone	+	-				
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA						+	-				

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Conference Name	Conference Role	Conference URL								
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Event Name	Event Role	www.conference.com	+	-						
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA				+	-						

Itinerary Legs										Customize	Find	First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Purpose										
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Activities to be conducted. Min 650 char, max 1500 char	+	-								
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA		+	-								



Creating a Foreign Travel Authorization

▼ Travel Authorization Estimate

M&IE	1,475.50	+ Lodging	1,506.00	+ Misc	<input type="text" value="500.00"/>	= Total Non-Air	3,481.50
						Total Air	<input type="text" value="1,200.00"/>
Paid By Others (Informational Only)		<input type="text"/>		Update Estimated Costs		Total Amount	4,681.50

Please document any costs paid or to be paid by another institution by using the “Paid By Others” box. Please provide the name of funding institution in the “Trip Comments” section.

Creating a Foreign Travel Authorization

Elijah Walker III		Employee ID: 003583	Travel Auth ID: NEXT
General Information			
Trip Name:	FTMS Training Authorization	LBNL Trip #	NEXT
Begin Date:	12/01/2010	End Date:	12/07/2010
		Trip Type:	Foreign
Business Purpose: Conference			
Trip Description and Benefit		Trip Comments	
Trip benefit should be a minimum 230 characters not to exceed 1000 characters.			

Provide Program Manager Info

Paid by Others Info

Any trip related comments for Division Approver or Travel



Creating a Foreign Travel Authorization

Will the salary be paid from the same project number? If no, please provide a salary project ID.	<input type="radio"/> No <input checked="" type="radio"/> Yes	Project ID <input type="text"/>
Are you using WFO Crada or Royalty funds?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Justification statement for delayed submission,if applicable	<input type="text"/>	
Are you taking DOE or Lab owned Electronic Media Equipment ?	<input type="radio"/> No <input checked="" type="radio"/> Yes	

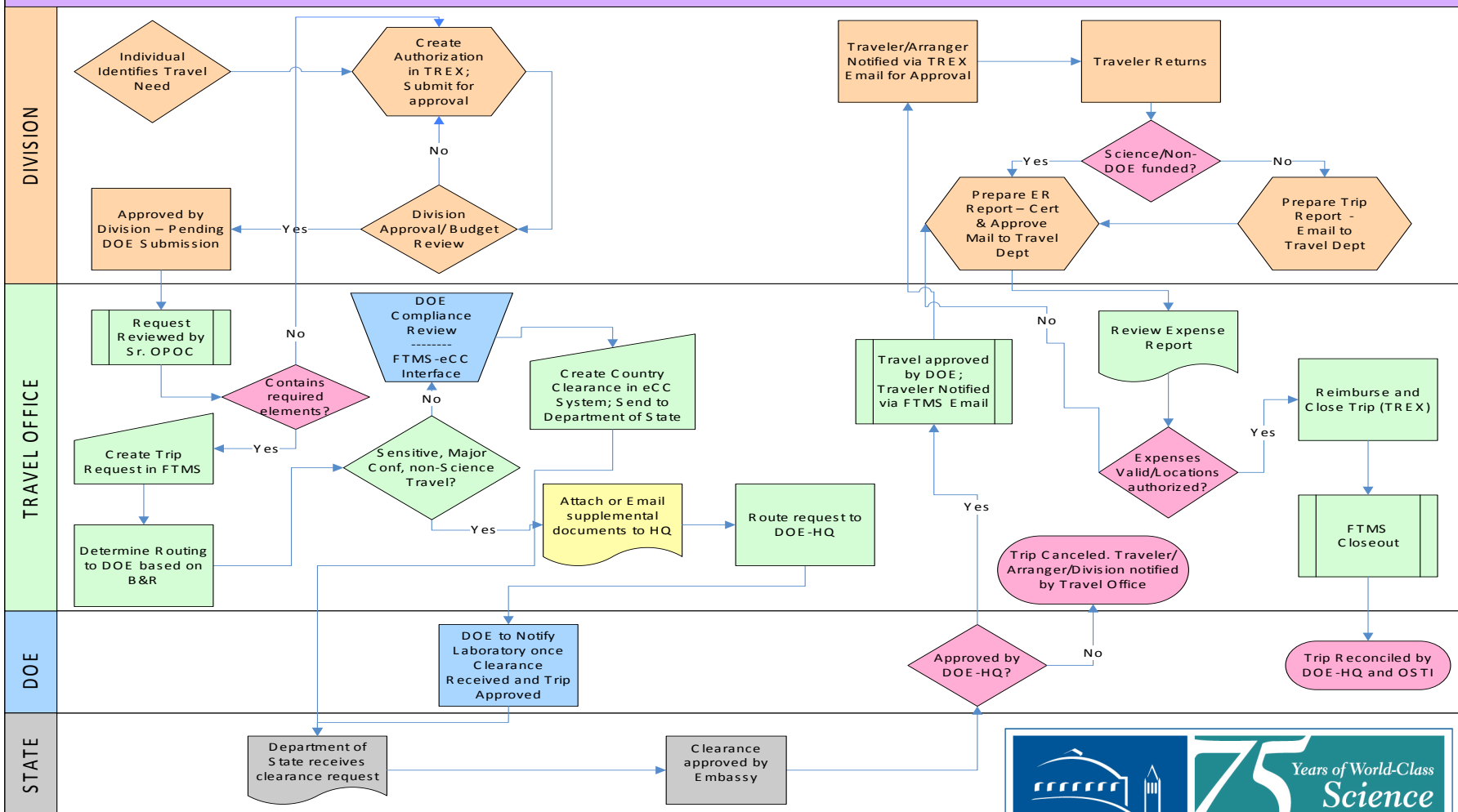
Example of Electronic Media Equipment are Laptops, external hard drives, blackberries, pen drives/memory stick CRYPTOcards, PDAs, portable printers, digital cameras, cell phones, security equipment, radiation detection equipment, power tools, power supplies/converters/transformers, water equipments etc.

DOE Mandate For All Foreign Travel : Disclosure Of All Lab Owned Electronic Media Equip				
Customize Find 1 of 1 First Last				
	DOE Equipment Id	Description	Property ID	
1	<input type="text"/>		<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



Foreign Travel Approval Process

FOREIGN TRAVEL APPROVAL PROCESS (CURRENT)



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US Department of State Requirements

Q. How do we communicate with the U.S. Department of State?

A. Country Clearance (formally known as a “Cable”)

Q. What are country clearances and who are they sent to?

A. Official communication within the foreign diplomatic network. Country clearance cables notify the Department of State officials in Washington, D.C., U.S. Embassy, and post officers abroad, of a traveler’s presence in a foreign country.

Q. Who prepares country clearances for our travelers?

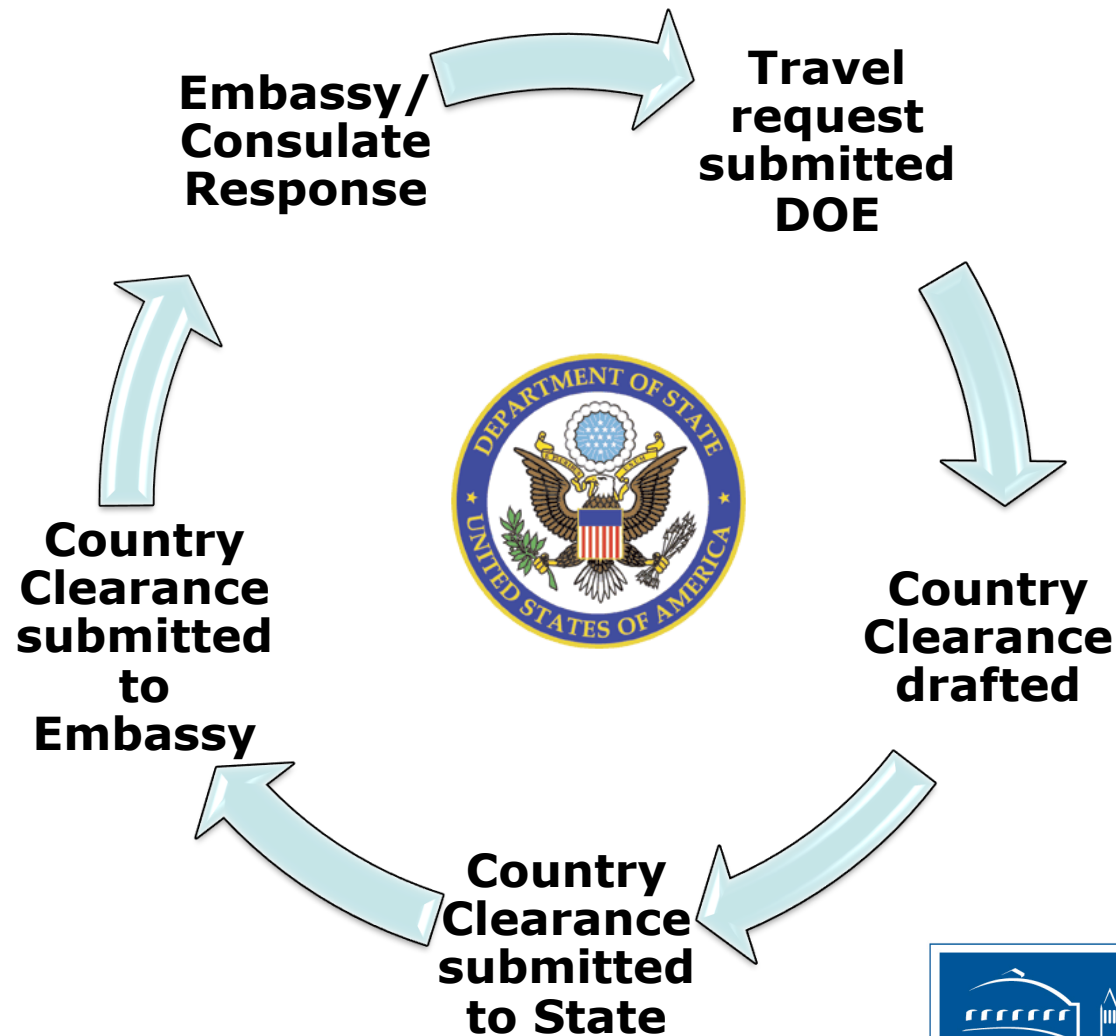
A. LBNL Travel Services prepares clearances for travel to non-sensitive locations and DOE program offices prepare clearances for travel to sensitive and T-4 locations.

Q. Why are country clearances necessary?

A. Embassy information, traveler safety, and traveler convenience.



US Department of State Requirements



US Embassy/Consulate Requirements

Please provide Travel Services with a copy of the airline itinerary for all foreign travel requests which include:

Singapore	Germany	China	Chile
New Zealand	United Kingdom	Russia	Brazil

- Name of airline
- Flight numbers
- Departure point (including date/time)
- Arrival point (including date/time)
- ***This also includes stopovers (not connecting flights) in any of the locations above which are in excess of 8 hours.***

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: LLRobinson@lbl.gov



US Embassy/Consulate Requirements

Please provide Travel Services with detailed hotel information for all foreign travel requests which include:

New Zealand	Chile	Russia*	Brazil*	Costa Rica*
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- Name of hotel
- Phone number
- Lodging dates
- Address
- Confirmation

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: LLRobinson@lbl.gov

- *If lodging location is not on embassy list



US Embassy/Consulate Requirements

Additional Requirements from US Embassy, Moscow and DOE Moscow (DOE-M):

- In the interest of safety and to ensure proper accountability of DOE, NNSA, and National Laboratory personnel in the Russian Federation, the DOE Moscow Office requires that all travelers to the Russian Federation include the cell phone/Blackberry number of at least one member of each travelling delegation.
- Visitors to the Russian Federation must register with their hotel. The hotel staff will complete a registration form and provide it to the traveler prior to hotel check-out. Travelers must physically have the registration form and hotel receipt in their possession when departing Russia. Travelers attempting to depart Russia without this documentation may be detained for further questioning and/or fined by the Russian Border Guards.



US Embassy/Consulate Requirements

Travelers conducting official business on behalf of the United State Government (USG) in Guadalajara and/or it's Consular region will required to complete a TDY Security Briefing.



Please send completed forms to:

EWalker@lbl.gov and cc LLRobinson@lbl.gov



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Vacation Guidance

Vacation Guidelines for SC (including WFO):

1. Travelers are permitted (1) day vacation for (1) day of official business.

Vacation Guidelines for NNSA:

NA-242

1. Personal time must be pre-approved by DOE Program manager. Typically (1) day vacation for (2) days of business.

NA-22

1. Personal time must be pre-approved by DOE Program manager. Typically (1) day vacation for (3) days of business.



Revisions and Cancellations

- Please notify Ewalker@lbl.gov and cc: TravelHelp@lbl.gov with ANY changes or cancellation of foreign trip **before** departure.
- Project ID cannot be changed once authorization has been DOE Approved; Resource adjustment will be required once approved.
- What changes will require DOE approval?
 - Project ID (if B&R code is different)
 - Adding new a country
 - Date changes in excess of +/- 3 days
 - Expenses exceed authorization estimates by 25%
 - Excessive vacation or vacation which was not pre-approved



Trip Reports and Abstracts

- The post-travel trip report is required for foreign travel when salary and/or travel expenses are funded from DOE. The trip report should be submitted to the Travel Department within 30 days after completion of travel.
- What is an abstract?
 - Major highlights, benefits of travel, and results of meetings and/or experiments.
- Foreign Trip Report Guidance
 - http://travel.lbl.gov/foreign/foreign_tripreports.html



Contact and Reference

- **Travel Services Webpage**
 - <http://travel.lbl.gov>
- **Foreign Travel Information Center**
 - <https://commons.lbl.gov/x/e4CCAQ>
- **Foreign Travel Authorization**
 - Elijah Walker – 495.2483
 - Lonnette Robinson – 486.5403
 - Maxine Redfearn – 486.6711 (reimbursable airfare)
- **Foreign Travel Visa**
 - Sarah Lyons – 925.422.1345 or SLyons@carlsonwagonlit.com

